

**STATE OF WISCONSIN
STATE ACCOUNTING MANUAL**

SECTION:	IV Encumbrances	EFFECTIVE DATE:	July 1, 1993
SUB-SECTION:	5 - Vendor File Maintenance	REVISION DATE:	July 1, 1993
SUBJECT:	Policy and Procedure	PAGE:	1 of 1

VENDOR FILE MAINTENANCE

All valid vendor codes and their corresponding vendor information are kept in the Vendor Master Table (VEND). The State Controller's Office (SCO) is responsible for maintaining this table. In order to complete the following:

- Add a vendor
- Delete a vendor
- Revise existing vendor information
- Put a vendor on *hold*

the responsible agency must request the action in WiSMART. This process involves: agency personnel obtaining a Vendor Master Input Form, entering the information which needs revision on the form, and routing the form to the State Controller's Office (SCO) - Accounting Operations. Requests for vendor file revisions should be addressed to: Charlene Waldron, State Controller's Office (SCO), 5th Floor, 101 East Wilson Street. Refer to *State Accounting Manual*, Volume II - WiSMART Procedures, Section 5 - "Vendor Maintenance" for data entry procedures. In an emergency situation (for example; when an agency needs to get a vendor on VEND immediately to comply with the prompt payment laws) an agency should telephone Charlene at 266-5021 and FAX the vendor maintenance form to the SCO at 266-7734.

VENDOR FILE HINTS

A miscellaneous vendor code has been established for each agency for payments where a vendor number is not appropriate. The State Controller's Office (SCO) - Accounting Operations Section will closely monitor agency use of these vendor codes.

The State Controller's Office (SCO) has assigned "special" vendor numbers to vendors which do not have federal tax liability (i.e., non-profit organizations) and, therefore, do not have a true Federal Identification Number (FEIN). These vendor numbers are nine characters in length (beginning with 'N', ending with an eight digit sequential number).
